VNDLY Training

Adding and Managing Candidate Profiles

Role: Supplier

This quick reference guide will provide the steps necessary to manage your candidates' profiles in Workday VNDLY. Included in this guide:

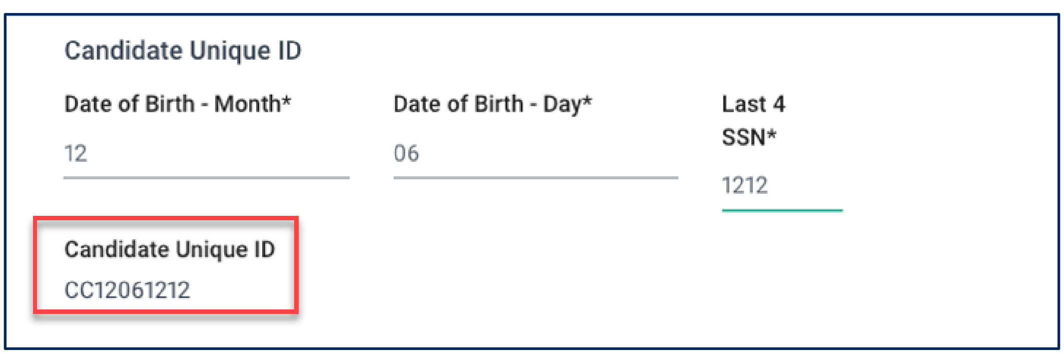
- How to create a candidate profile.
- How to manage the profile page tabs.
- How to bulk upload candidates.

Create a Candidate Profile

1. In the global navigation bar, select **Candidates**.
2. Select **Add a Candidate**.
3. In the Upload Your Resume section, **Select File**. Workday VNDLY parses out relevant details into the appropriate fields in the candidate profile. You can also manually enter the details into the profile.

The resume upload may complete some of the following fields, but you should review them for accuracy:

4. **Personal Information**: This section includes the candidate's name and preferred name, email(s), phone number(s), address, and residential status.
5. Enter the number of years of experience **that are relevant for their role they are applying to.**
6. From the **Worker Classification** pull-down menu, select the types of positions they have interest in (options may vary):
    a. Contract to Hire
7. Enter applicable **Skills**.
8. **Candidate Unique ID:** Workday VNDLY will create a unique identifier as you enter information in the fields.
9. Enter the candidate's desired Hourly Pay Rate, Hourly Markup and Hourly Bill Rate**.**
10. Select **Save.**



Profile Tab

The **Profile** tab displays all the information that you entered. You can update information as needed here.

Resume Tab

The **Resume** tab will display the resume that you uploaded.

- You can upload the resume by selecting **Change.** You can also download a copy of the resume by selecting **Download.**
- If you did not upload a resume when you initially created the candidate profile, you can upload one at any time by selecting **Change.**

Experience Summary Tab

The Experience Summary tab displays any additional information you would like to add to the candidate's profile:

1. **Work Experience**
   a. Expand the **Work Experience** section.
   b. Select **Add New**.
   c. Select **From** and **To** dates using the calendar functionality.
   d. Enter the title of the position.
   e. Enter the company name.
   f. Start Date
   g. End Date
   h. Enter the location.
   i. Select **Add**.
2. **Education**
   a. Expand the **Education** section.
   b. Select **Add**.
   c. Enter the **Course Name**.
   d. Enter the **Institution** name.
   e. Select **Start Date** and **End Date**.
   f. Enter the location of the institution.
   g. Select **Add**.
3. **Certifications**
   h. Expand the **Certifications** section
   i. Select **Add.**
   j. Enter **Course or Certification Name**.
   k. Enter the **Institution** name.
   l. Select **Start Date** and **End Date**.
   m. Enter the location.

n. Select **+Add**.

Applied Jobs Tab

The **Applied Jobs** tab displays a tile for any job to which the candidate has been applied. The tile includes the job title, job ID, status, dates, rate, and location.

Document Upload Tab

In the **Documents Upload** tab, you can upload any additional documentation relevant to the candidate. In this example, the vendor has uploaded Connie's Accounting certificate.

1. Select **Add Document**.
2. Drag and drop or select the file from your file viewer.
3. Enter a **Document Title**.
4. Add a **Document Type** for the document.

Checklists Tab

Checklists, also known as worker provisioning, provide a way to complete, collect, and manage eligibility evidence related to candidates and contractors, such as a background check. This tab stores all checklists assigned for all jobs for this worker.

1. To complete a checklist item, select the **Take Action** button on the item.
2. To view or make changes to submitted checklist items, select **View** next to the item.